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11-27-78 By: 35

AUG 3 1954

MEMORANDUM FOR: Special Assistant for Planning
and Coordination
Office of the Director

SUBJECT : Transfer of T/O and Ceiling Positions from
the DE/I Area to the Office of the Director

1. Enclosed herewith are two copies of the memorandum from the Management Staff dealing with the establishment of the Table of Organization for your Office, and two copies of my memorandum to the Assistant Director for Personnel approving the Table of Organization.

2. As you realize, prior to the establishment of a Table of Organization for a new unit, description of duties to be performed and the functions of the unit must be outlined to permit an intelligent estimate of the manpower required to accomplish the mission of the unit.

3. [REDACTED] requires that the statements of duties and responsibilities of all positions involved be forwarded to the Assistant Director for Personnel, and that a complete statement of functions, internal organizational charts, basic procedures, and data justifying the ratio of professional to clerical positions be submitted to the Chief, Management Staff.

4. I have approved the Table of Organization requested without requiring the prior documentation in the interest of establishing an administrative base for your operations. I would appreciate it if you would have your staff develop the required material at your early convenience.

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L. K. WHITE
Deputy Director
(Administration)

SA/DDA:RBS:hh (30 July 54)

O&I - Addressee

Approved For Release 2000/05/08 : CIA-RDP78-04718A001100040064-7

1 - DD/A chrono

1 - DD/A subject

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